



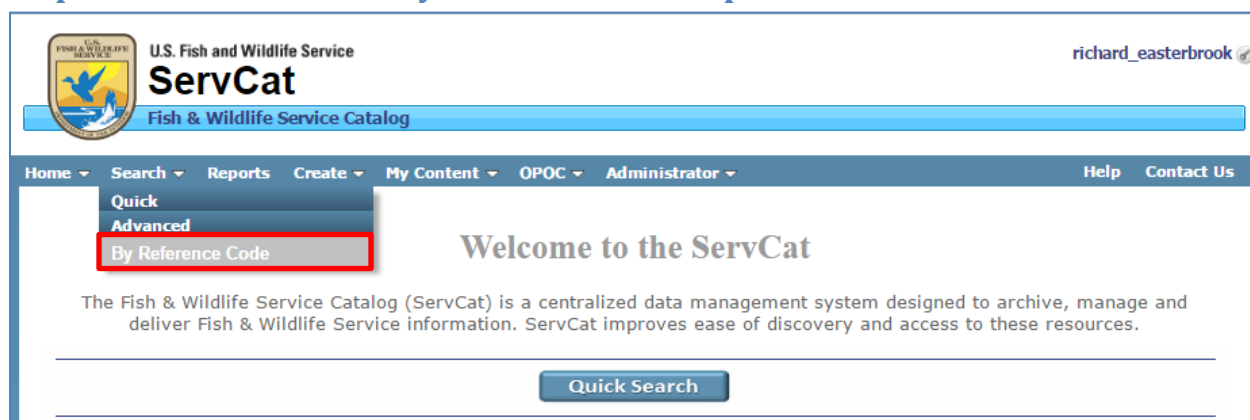
# Using Search by Reference Code

Explicitly search for one or more References by their unique identifier, or Reference Code.

## Search Logic

Unlike the Quick and Advanced search, which only return public/internal References, it is possible to search for restricted References (i.e., those that are Draft or Inactive), assuming you have permission to access them.

## Step 1. Select the Search By Reference Code Option



## Step 2. Add One or More Reference Codes

Options for adding the reference codes are:

1. Type them in manually, using a comma as a delimiter.
2. Paste one or more reference codes from a text document where Reference Codes are comma delimited or have line breaks.
3. Paste directly from Excel.

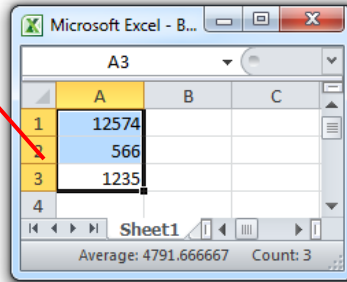
## Search By Reference Code(s)

Search Using the Options Below

Reference Codes 12574,566,1235

Clear Search

Search



A screenshot of a Microsoft Excel window titled 'Microsoft Excel - B...'. The window shows a spreadsheet with columns A, B, and C, and rows 1 through 4. The data in column A is as follows:

	A	B	C
1	12574		
2	566		
3	1235		
4			

The status bar at the bottom of the Excel window displays 'Average: 4791.666667' and 'Count: 3'. The sheet is named 'Sheet1'.